



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Officer  
(Non-Bargaining) **PCN:** 100160

**DEPARTMENT:** Legal & Quality Support Services **P. R.:** N17

**REPORTS TO:** Chief Legal Counsel

**RESPONSIBILITIES:** Direct and supervise activities of the agency's Training Department. Assign and review work completed by the unit for accuracy and completeness; evaluate level of worker performance, conduct unit meetings and individual conferences. Coordinate training to improve performance, maintain accuracy of workloads, report and record functions and initiate remedial action for corrective measures. Coordinate and develop training curriculum for agency staff.

Consult with and provide technical assistance to agency staff, senior staff and executive team; organize training seminars; give presentations to staff and management; attend training sessions and conferences to keep current on public and medical assistance benefits programs. Evaluate statistical data from monthly, quarterly and annual reports relative to Center and individual TCM units' work performance.

Monitor reports, track delinquencies, and devise means to reduce delinquencies and/or take corrective action. Attend meetings and participate in special project committees; direct and administer systems designed to monitor and improve compliance and accuracy; maintain a comprehensive knowledge of program regulations and laws governing the public and medical assistance benefits programs.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training.

**STARTING SALARY:** \$26.14/hour, plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Tuesday, March 15, 2016

**DEADLINE TO APPLY:** Monday, March 21, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.